



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date March 27, 1985	1. Agency Address Georgia Ports Authority Trade Development Division Traffic Office Post Office Box 2406 Savannah, Georgia 31402	Application Number 85-49	
Application Number 127		Date Received APR 01 1985	Date Completed JUL 03 1985
2. Person to Contact Mary Morgan		Working Title Executive Secretary	Telephone Number (912) 964-3886
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1979		5. Records Series Title (followed by title used in office, if different) Commodity Rate Quotation Correspondence File (Commodity File)	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Traffic and Tariffs directs all traffic and pricing functions, tariff rates, rules and regulations affecting GPA operations. Examples of duties are: (1) Files rate proposals with rail, motor truck, and ocean carriers seeking adjustments to maintain GPA's competitive position as necessary. Prepares supporting testimony for presentation to various rate-making bodies as related to these proposals. Prepares and handles documents as needed to defend or prosecute cases before Federal Maritime Commission. (2) Prepares and formulates price quotations for GPA customers regarding rates, pricing rules and regulations in effect at GPA facilities. (3) Discusses with competitive ports in the North Atlantic, South Atlantic and Gulf Range, subjects of mutual interest concerning inland rates, rules and regulations.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Rates quoted for handling various commodities through the Port. Included are: Correspondence to and from customers (regarding quotation of rates), various drawings (specifications on equipment size). File is arranged: Alphabetically by commodity.			
8. Monthly Reference Rate One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>8</u> ; twenty-five months and older <u>?</u> How often are records referred to which are:			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 Box</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Long Term Research Value to Port.
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. - Tariff
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Rate sheets as required.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? All divisions throughout port.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | 3 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Long term research for port.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 _____ year(s); then
- ☒ Transfer to local holding area; hold 2 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	3/20/85		3/27/85
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	5/2/85
		Secretary of State/Designee	5/16/85
		Attorney General/Designee	7/2/85